



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Industrial Maintenance Technician
Class Code Number	4170

General Statement of Duties

Maintains, repairs, services, designs, and installs equipment used in water and wastewater treatment systems; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain, repair, service, design, and install equipment used in water and wastewater treatment systems. The work is performed under the supervision and direction of the Utility Maintenance Supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an outdoor, potentially hazardous water and/or wastewater treatment plant environment.

Examples of Essential Work (Illustrative Only)

- Advises and trains assigned staff of the Water and Wastewater Treatment Division in technical work, safety practices, and repairs, including inspecting the work of staff, troubleshooting problems, writing and reviewing maintenance records, and prioritizing and coordinating the work with operations and the utility staff;
- Plans, schedules, and coordinates work projects with operations and utility staff, including developing, writing and reviewing scheduled maintenance records for operations and utility staff, coordinating with outside repair contractors and suppliers, writing work orders, and performing related duties;
- Performs operational duties in water and wastewater treatment facilities, including designing new and retrofit systems, responding to emergencies and breakdowns during and after regular work

- hours, obtaining repair specifications, ordering necessary parts, performing readings, and making inspections;
- Designs, repairs, programs, installs, and maintains electrical equipment, including performing all electrical preventive maintenance, testing alarms, calibrating hazardous gas detectors and instruments, repairing and programming computer systems, installing and programming new electronics and controllers, reading and developing electrical diagrams, and maintaining records;
- Performs major repair and installation of mechanical systems, including troubleshooting problems, planning and directing repairs, working out bypass programs, and coordinating with outside repair companies;
- Performs fabrication duties, including designing, rigging, and planning major installations, building tools and parts, and performing cutting and welding duties;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of training;
- Thorough knowledge of the principles and practices of safety practices, including safety standards, spill notification and clean up, and hazardous materials handling and storage;
- Thorough knowledge of the principles and practices of electrical, mechanical, instrumentation, and fabrication systems;
- Thorough knowledge of the principles and practices of inspections on water and wastewater technology equipment;
- Thorough knowledge of record keeping principles and techniques;
- Thorough knowledge of purchasing procedures, and office methods;
- Thorough knowledge of computer applications regarding water and wastewater practices;
- Ability to perform a variety of installations, repairs, and maintenance on water and wastewater treatment related equipment;
- Ability to weld, rig, and perform related duties;
- Ability to data entry and perform record keeping duties;
- Ability to troubleshoot all electronic, mechanical, and fabrication systems problems;
- Ability to lead and train others;
- Ability to perform journeyman electrician and mechanical duties;
- Ability to design systems and perform related duties;
- Ability to plan and perform emergency bypasses, repairs, and normal work so plant operations are not disrupted;
- Ability to coordinate work with other employees and divisions, and outside suppliers and contractors;

- Ability to accurately read and record data from gauges and meters;
- Ability to read and apply blueprints, plans, and specifications;
- Ability to understand and participate in programming various microcomputer software systems;
- Ability to work in accordance with safety practices and regulations;
- Ability to work independently and as part of a team;
- Ability to establish and maintain effective relationships with others in the course of work;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED supplemented by college or others courses sufficient to provide the necessary knowledge, skills, and abilities;
- Four to six years experience repairing water and wastewater treatment plant equipment.

Required Special Qualifications

- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a water and/or wastewater treatment plant, and in an outdoor potentially hazardous environment.